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DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT  
INTRADEPARTMENTAL CORRESPONDENCE

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SCHR Members

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Memorandum

To: Michael Bridges  
Undersecretary

From: Susan Pellegrin  
Human Resources Director

Subject: SCHR Recommendations *SP*

Date: April 26, 2010

BY TRC DATE 4-27-10  
BY \_\_\_\_\_ DATE \_\_\_\_\_  
BY \_\_\_\_\_ DATE \_\_\_\_\_

The following is a summary of actions recommended by the SCHR at its April 20, 2010 meeting:

1. To approve the Financial Services Section's request to establish a new Accountant 4 (AS 617) to serve as DOTD's Asset Accountant. Job title is Non-Delegated and will therefore be submitted to Civil Service for allocation.
2. To approve the Office of Operations' request to extend a 5% temporary base pay adjustment for Gretchen Ferguson, Engineering Technician 5 (TS 310), until May 31, 2010 for debris management field operations duties associated with the Holly Beach project in the Lake Charles District.

HR reported on the turnover for Quarter 3 of FY 09-10 and identified a number of areas of concern for retention. HR will continue to monitor turnover in a number of job titles (Mobile Equipment Operators, Bridge Toll Collectors, District Sign Specialists, Administrative Coordinator 3, and Accounting Specialist), discuss turnover with affected Districts/Sections, and report back to the SCHR if necessary. HR also reported on the status of jobs/areas currently being studied in the agency's formal retention program.

Finally, HR updated the SCHR on DOTD's current staffing levels and the number of positions actively being filled. The SCHR will continue to review staffing levels and in-process positions at each SCHR meeting until the end of the current fiscal year.

Your favorable approval of the above recommendations will be appreciated. Should you have any questions, please contact me.

RECOMMENDED FOR APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

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RECOMMENDED FOR APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

*[Signature]*  
APPROVED \_\_\_\_\_ DATE 4-27-10